

## **CLASS TITLE: REAL ESTATE MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for the administration, supervision, and coordination of real property acquisition, disposition and leasing and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Monitors the validity and functionality of current City of Tulsa real property acquisition, disposition and leasing policies and procedures and develops requisite improvements
- Manages and oversees leasing of properties in which the City holds an interest for various utilizations including office space, agricultural, recreational, medical, communication and industrial
- Coordinates with multiple City of Tulsa departments, authorities, committees and government entities for current and future land ownership, usage and management
- Manages the City of Tulsa's fee simple property inventory
- Provides land acquisition and disposition services for multiple City of Tulsa departments and authorities
- Answers queries, research and open record requests from citizens, employees, departments and various government entities about City of Tulsa properties or interests
- Manages and oversees the work of subordinates, which include assigning tasks and responsibilities, conducting performance evaluations and disciplinary actions
- Manages and retains external consultants
- Attends committee, boards, or authority meetings and records condemnation proceedings and negotiations to answer questions
- Provides regular tracking and status informational reports and updates acquisitions, dispositions, leases, and land usage to various departments and committees
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration, or related field, and seven (7) years of extensive real estate experience to include property acquisition/management and/or land marketing/development; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Comprehensive knowledge of the principles and practices of real estate laws, sales, and purchases; and considerable knowledge of the federal grant regulations governing land acquisition for urban renewal and/or transportation projects. Ability to conduct extensive research into legal real estate documents; ability to communicate effectively, both verbally and in writing; ability to supervise the work of others; ability to interpret federal regulations for the enforcement of compliance standards with firmness, tact, and impartiality; ability to establish, revise, and maintain files relating to projects; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to extended periods of walking, standing, sitting, reaching, balancing, bending, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License and possession of a valid Oklahoma Real Estate's License. **\*\*\* The Real Estate License must be placed on inactive status with the Oklahoma Real Estate Commission.**

Page 2 (continued from Real Estate Manager)

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather, and requires travel to various locations for the inspection of the property.

Class Code: 1070

EEO Code: E-02

Pay Code: EX-48

Group: Engineering, Planning, and Technical

Series: Subprofessional Engineering and Technical

Effective date: November 6, 2017